



Procedure Name:

***Comprehensive Development
Plan Review and Approval***

Procedure #:

Revision #: 1

Implementation Date:

Last Review/Update Date:

Approval:

Procedure Owner: Development Review
Coordinator

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1. Purpose

Process and review comprehensive development plans to determine compliance with local and state regulations in the areas of zoning, building codes, erosion and sediment control, fire protection, traffic design, water and sewer design, storm drainage, and stormwater management.

2. Scope

- Construction of a commercial or industrial building or addition which requires development of the site.
- Construction of a site for a future building or building addition.
- Construction of a fill or borrow site involving mass earthwork which disturbs over 2500 square feet.
- Construction of more than one single family residence where disturbance occurs across multiple lots at the same time.

3. Permit Types/Subtypes

- E&S Grading Only
 - Scope of Work to include:
 - Grading and storm drainage only, over 2500 SF and less than 10,000 SF disturbed area.
- VSMP
 - Scope of Work to include:
 - Site development, grading, storm drainage, stormwater management, disturbed area over 10,000 SF.

4. Prerequisites

- Concept Plan (Optional but encouraged)
- Pre-application review and meeting with the Development Review Coordinator and other reviewers. (Optional but encouraged)

5. Initialized from: Parcel

6. Submittal Requirements:

- Comprehensive Development Plan Application and Fee
- Site plans
- Stormwater / E&SC Calculations, if applicable
- SWPPP, if applicable
- Architectural renderings / elevations , if applicable
- Elevation certificate, if applicable
- Western Virginia Water Authority forms / information, if applicable
- VRRM spreadsheet (if applicable)

7. Required Reviews:

- Site Development
- Economic Development
- Stormwater Division



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- Building Inspections
- Solid Waste Management
- Western Virginia Water Authority
- Fire/Emergency Services
- Zoning
- Streets/Traffic

8. Responsibilities

- Permit Technician – Application processing, fees, route package to Development Review Coordinator
- Development Review Coordinator – Pre-application review, Application review, route to reviewers
- Development Review Engineer – Review plans and calculations, create and send comment letters, manage review process, and conduct pre-construction conference with contractor, RLD, development inspector
- Zoning Administrator – Zoning review
- Building Code Official – Building code review
- Western Virginia Water Authority – Water and sewer review
- Traffic Engineering - Traffic review
- Solid Waste Management- Solid waste review
- Economic Development – Economic development review
- Fire Department – Fire/Emergency services review
- Stormwater Division – Storm drainage, floodplain / floodway review
- Environmental Department – Environmental review

9. Procedure

See flowchart below.

10. References

Virginia Dept. of Environmental Quality	http://www.deq.virginia.gov/Programs/Water/StormwaterManagement.aspx
City Code- 11.7 Erosion and Sediment Control	https://library.municode.com/va/roanoke/codes/code_of_ordinances?nodeId=COCI_CH11.7ERSECO
City Code- 11.6 Stormwater Management	https://library.municode.com/va/roanoke/codes/code_of_ordinances?nodeId=COCI_CH11.6STMA
Stormwater Ordinance - City Design Manual	http://www.roanokeva.gov/1065/Stormwater-Ordinance
City Code- 36.2 Zoning Ordinance	https://www.municode.com/library/va/roanoke/codes/code_of_ordinances?nodeId=CORO1979_CH36.2ZO
City Code- 31.1 Subdivisions	https://library.municode.com/va/roanoke/codes/code_of_ordinances?nodeId=COCI_CH31.1SU
City Website - Development Forms & Applications	http://www.roanokeva.gov/1053/Applications-Forms
City Street Design Guidelines	http://roanokeva.gov/1300/street-design-guidelines



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11. Definitions

- SF – Square Feet
- SWM – Stormwater management
- SWPPP – Stormwater Pollution Prevention Plan
- E&SC – Erosion and sediment control
- CO – Certificate of Occupancy
- DEQ – Department of Environmental Quality
- VDOT – Virginia Department of Transportation
- DRC – Development Review Coordinator
- DRE – Development Review Engineer

12. Time Limits

Review time is 12 business days per review cycle

13. Related Procedures

- Subdivision Review
- Board of Zoning Appeals – Special Exception
- Building Review
- Certificate of Occupancy
- Bluebeam business process
- General Review Practices, Conditions, Comments and Stamping

14. Resources/Critical Decision Making

Identify critical decision making criteria (i.e., empower staff to make appropriate decisions and identify the follow up resources for out of the ordinary items).

15. Revisions

Date	Description of Revision
03/28/2019	Updates incorporating multiple reviewers marking documents in bluebeam using “open in revu” tool, removing “requirement” for pre-application meetings, and new chronology items.









